

TITLE: REQUEST FOR INFORMATION FOR COMMERCIAL SOLUTION FOR LOGISTICS PROGRAM

AGENCY: DEFENSE THREAT REDUCTION AGENCY

LOCATION: DEFENSE THREAT REDUCTION AGENCY (HEADQUARTERS)

1.0 DESCRIPTION

- 1.1 The Defense Threat Reduction Agency (DTRA) is the US Department of Defense's (DoD) official Combat Support Agency for countering weapons of mass destruction (WMD). The mission of DTRA is to safeguard the United States and its allies from chemical, biological, radiological, and nuclear (CBRN) threats, providing capabilities to reduce, eliminate, and counter WMD. Established in 1991 as part of the Nunn-Lugar Act, the CTR Program is a critical component of the U.S. Government's approach to reducing the threat of WMD proliferation and related materials. CTR promotes collaboration with international and non-governmental partners to advance regional engagement and multilateral cooperation while developing locally appropriate, sustainable programs. Given the complexity and technical nature of CTR projects, a high level of interpretation/translation expertise is important to ensure the delivery of the most accurate and highest quality language support possible.
- 1.2 This request for information (RFI) is for information and planning purposes only, assisting the United States Government (USG) in performing market research and determining industry interest and technical capability. This RFI does not commit the USG to contract for any supply or service whatsoever. The Government will retain and not return any documentation submitted. Furthermore, DTRA is not at this time seeking proposals and will not accept unsolicited proposals. The Government advises that respondents will not receive compensation any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future solicitation, if any, is issued. If DTRA releases a solicitation, it will be on the Federal Business Opportunities (<https://www.fbo.gov>) website. It is the responsibility of the potential offers to monitor the site for additional information pertaining to this requirement.
- 1.3 DTRA encourages interested parties to respond to any of the three identified logistic services (2.1.1 Global Materials Transit & Export Compliance, 2.1.2 Personnel Travel Logistics, and 2.1.3 Language Interpretation & Document Translation).

2.0 LOGISTICS SERVICES

- 2.1 The general requirement includes, but is not limited to the following:
 - 2.1.1 Global Materials Transit & Export Compliance:

- Perform world-wide materials transportation, consolidation warehousing, storage, and import/export procedures
 - Consolidation warehousing includes receiving program materials, opening, inspecting, kitting, properly marking, preparing export documentation, and packing/palletizing for international shipment
 - Ability to properly handle and arrange for variety of ambient, hazardous, and temperature-controlled shipments
- Door-to-door shipments using variety of transit methods
 - Surface transit (ocean liner, roll-on/roll-off (Ro/Ro) vessels, truck, & rail)
 - Air transit (passenger, cargo, & chartered)
- Ability to inexpensively and expeditiously transport cargo shipments, matching the accelerated DTRA operational tempo
- Provide ad-hoc, small scale purchases of equipment, services, and support incidental to logistics services
- Facilitate and prepare Transfer of Property (TOP) documents, material disposition, and property records management from initial receipt to final destination
- Coordinate import procedures and customs clearance in accordance with program agreements/ Status of Forces Agreements (SOFA)/ Memorandums of Understanding (MOU) with foreign consignees to achieve relief from import duties, taxes, fees, and value-added taxes (VAT)
- An integrated web-based, searchable, information and reporting system compatible with DTRA IT systems for managing and tracking all aspects of these tasks
 - System must have a robust recordkeeping and financial reporting capability
- Demonstrate an industry standard export compliance program

2.1.2 Personnel Travel Logistics:

- Global travel logistics support to DTRA-approved travelers, their support personnel, and invited personnel
- Supports DTRA operations, sponsored events, meetings, conventions, seminars, training courses/events, assessment trips, site visits, audits, reviews, inspections, and additional activities requiring logistics support
- Sourcing global vendors who diligently adhere to safety standards expected by USG personnel
- Worldwide travel support for DTRA delegations, training collaborators, sponsored conference attendees, and other program sponsored travelers
 - This support includes, but not be limited to: visa acquisition, hotel reservations, obtaining or reserving meeting facilities, cell phone support, in-country travel support, door-to-door in-country ground transportation, procurement of tickets for other modes of in-country transportation, airport transfers, ability to track travelers, Global Positioning System (GPS) device procurement/issuance, GPS

registration/support, Satellite phone procurement/issuance/support, and 24/7 emergency on-call services

- Ability to provide sponsored travelers with stipend payments using or facilitating world-wide financial transactions
- Provide ad-hoc, small scale purchases of overseas training equipment, services, and conference event materials

2.1.3 Language Interpretation & Document Translation:

- Provides for simultaneous and consecutive interpretation services globally in multiple languages in support of all CTR programs, to include specialized technical subject matter (e.g., bio-medical, bio-safety and security, laboratory construction, nuclear non-proliferation, DoD acquisition and administrative procedures)
- Translates various types of documents (scientific, contractual, official correspondence, etc.) into the numerous languages used by CTR programs throughout the world
- Maintains extensive glossary databases to provide for consistency in the use of CTR terminology in all languages used to implement CTR programs
- Performs associated services to facilitate language support for CTR conference, delegation, and meeting events
- Prequalifies language specialists to ensure their ability to provide advanced professional interpreting and translation support equivalent with Interagency Language Roundtable Level 4/4+ in Interpreting and Translation Performance

2.2 Performance may require contractor personnel to travel internationally.

3.0 RESPONSES TO REQUEST FOR INFORMATION

- 3.1 Potential sources who believe they possess the qualifications, expertise and experience are requested to provide capability statements to this RFI by submitting written responses to the below POC no later than close of business **21 April 2017**.
- 3.2 Capability statement responses SHALL NOT CONTAIN CLASSIFIED INFORMATION and shall clearly mark any proprietary information.
- 3.3 Capability statement responses shall not exceed 10-page pages in total, using 12-point Times New Roman font and 1" margins, including all appendices or attachments. The company information and questionnaire requested under Section 3.5 below do not count against the 10-page limit.
- 3.4 The Government may use non-Government (contractor) support personnel as subject matter experts in the review of responses received, including the review of any marked or unmarked proprietary information provided. Appropriate non-disclosure agreements have been executed between the third party, non-Government (contractor) support

personnel and the Government and are on file with the Government. A submission of a response to this RFI constitutes the respondent's acknowledgement and agreement that the information provided in the response, including any marked or unmarked proprietary or source selection information, may be disclosed to these third party, non-Government (contractor) support personnel.

3.5 Responses should include:

- Demonstrated experience working with sovereign nations and international partners while observing sensitivities to government/professional/religious cultures that establish a long lasting relationship built on transparency and trust
- Demonstrated identification and adherence to partner nation's local laws and regulations (e.g. licensing, permitting, site access, and certification) during implementation
- Demonstrated application of Department of Defense (DoD) and Department of State (DOS) travel requirements including but not limited to processes (Country Clearance Requests [CCR], Foreign Clearance Guide [FCG], Force Protection Plan [FFP]) and training (Anti-Terrorism [AT], Survival, Evasion, Resistance and Escape [SERE], and Isolated Personnel Report [ISOPREP])

3.6 The submissions should provide administrative information to include the following:

3.6.1 Company Information:

3.6.1.1 Company name, CAGE Code, DUNS Number

3.6.1.2 Business type (large business, small business, small disadvantaged business, 8(a) certified small disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business). Please refer to Federal Acquisition Regulation FAR 19 for detailed information on Small Business Size Standards. The FAR is available at <http://www.arnet.gov>.

3.6.2 Designated point of contact's name, mailing address, phone number, and e-mail

3.6.3 RFI Questionnaire:

3.6.3.1 Is your company currently providing similar services under any U.S. Government contracts?

3.6.3.2 If yes, for which agency(s)? What is/are the contract number(s)? What is the contract type? Who is/are the Contracting Officer(s) and Administrative Contracting Officer(s)? What are their pertinent phone numbers, e-mail addresses, etc.? What types of labor categories are you providing under these contracts?

3.6.3.3 How long has your company been providing these types of services? How long has your company provided this type of service to the Federal/DoD/State government?

- 3.6.3.4 What is your company's approximate annual gross revenue?
- 3.6.3.5 Please describe your geographic focus (i.e. state specific, regional specific, nationwide, overseas, etc.) If you operate overseas, do you experience any delays or specific challenges with operating overseas?
- 3.6.3.6 What certifications or qualifications do your employees generally possess? What is your company's process for validating employee certifications/qualifications?
- 3.6.3.7 What is the staffing makeup of your company? What are your procedures to ensure adequate coverage during personnel shortages? Do you offer on-site managers? How do you recruit highly qualified personnel?
- 3.6.3.8 If your company is a large business, do you have established relationships with small business providers?
- 3.6.3.9 Under which NAICS codes do you perform this service? Which code(s) do you feel best represent this requirement?
- 3.6.3.10 What do you see as the primary risk areas and/or potential issues associated with an acquisition of this type? How do you propose to mitigate any risk(s)?
- 3.6.3.11 The Government desires to promote small business participation in this process. Please provide suggestions on how best to do so. Feel free to provide other suggestions as well as the associated advantages and disadvantages with your approach.

4.0 OTHER INFORMATION

4.1 Procuring Contracting Office:

Defense Threat Reduction Agency
8725 John J. Kingman Road, MSC 6201
Fort Belvoir, Virginia 22060 United States

4.2 Point of Contact:

Name: Butler, Debra A
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